

HOW TO...

Access multiple email accounts

Do you find it a pain having to log in and out of several email accounts all the time? **Matt Chapman** explains how you can download all your mail to one place

It seems as if everyone has more than one email address these days. Having several different places where you can be contacted helps separate the different areas of your life. Perhaps you use one as a main account, and another to sign up for lots of online services and act as a spam filter. You might have a third email account to catch all the mail that is forwarded from your computer at work, while a fourth came as part of your instant messenger account.

Whatever you use your email accounts for, it is possible to cut out the hassle of checking them one after another. Modern email software can download messages from a number of accounts to a single place. Microsoft's Outlook Express, which comes free as part of Internet Explorer, uses an easy wizard menu system to help you set up the different accounts.

If you don't have Outlook Express, or you're using an older version and want to update it to match the screens shown here, go to www.microsoft.com/downloads and click on Internet under Download Categories on

the left-hand side of the page. Outlook Express is a part of Internet Explorer (IE), and to upgrade to the latest version of Outlook Express you'll also need to get the same version of IE. This doesn't mean that you're tied to using that web browser; it just means that you will end up with it on your system. When you're downloading the latest version of IE, make sure that you have selected Outlook Express as one of the components; otherwise, it might not download the updates for that program.

1 When you signed up for an email account, you will have been given a number of pieces of information. This includes the address (for example, testaccount@yahoo.co.uk), as well as some more detailed information about how to connect and download email. Make sure you have all the documentation for each account, as this will make the process much quicker. You can often find the details on the email provider's website by logging in and searching the help section. When you are ready to begin, launch

EXPERT TIP

Before updating Outlook Express, make a backup of all your messages. Use the free program OEQuick Backup at www.softwarepatch.com/software/oebbackup for this.

HOTMAIL SETTINGS AT A GLANCE

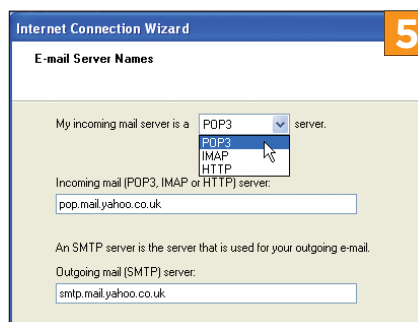
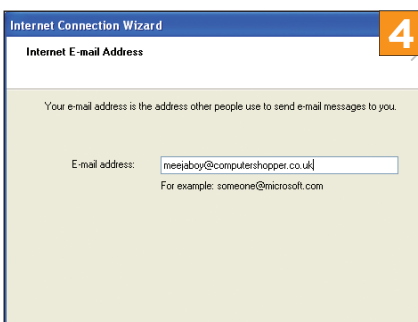
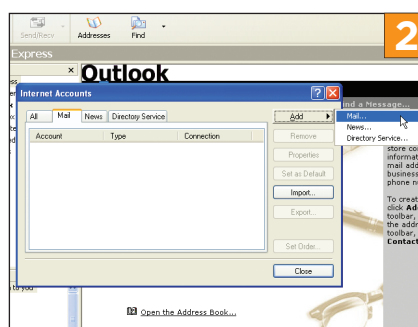
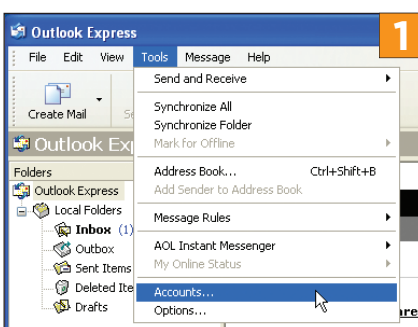
- To download email from your Hotmail account, follow the instructions in Step 5. Here you need to select HTTP in the drop-down menu next to My incoming mail server.
- Underneath this is another drop-down menu, next to 'My HTTP mail server provider is'. Here you should select Hotmail. The incoming mail URL should already be set. Click Next.
- Make sure the Hotmail address is correct. Enter your password and then click Finish. The Folders pane in Outlook Express – the panel on the left-hand side – should now contain an entry for Hotmail. Click on this to access your Hotmail account.

Outlook Express. Go to the Tools menu and choose Accounts from the list.

2 The Internet Accounts window opens. This automatically displays all the available accounts within Outlook Express, including those you use to access email and read news sources. To see any email accounts you have set up, click the Mail tab. You can set up extra email accounts by clicking the Add button at the top right of this window. A list of three options will appear. Choose Mail.

3 You can now start entering the information for your accounts. The first thing to choose is what name appears on the email you send out. If this is a formal account you may want to use your proper name; otherwise a nickname will do. Remember that any emails you send to other people will carry this name. Click Next to continue.

4 The following screen requires you to type in the email address for the account where you want any return messages sent. If you want to, you can enter a different email address



to the one that belongs to the email account you are setting up. Every time someone presses the Reply button to answer one of your messages, the email will be sent to that email address instead of the one from which you sent the message. However, if you want to be able to filter the mail from your individual accounts, then type in the correct email address for this account.

5 You can now choose what kind of account you have. If you're not sure about any of these settings, check the help section of your email provider's website or phone up and ask. Not only will your ISP be able to tell you what kind of account you have, but it will also tell you which servers you need to access in order to download your email. It should have the SMTP server to hand, for example, as this is something the company's representatives will be asked for all the time.

Most accounts you sign up for on the web are POP accounts. If your account uses IMAP or HTTP, choose one of those options from the list. Below you can enter the server address where you can pick up your email. Most POP accounts use a standard setting, such as pop.mail.yahoo.co.uk for Yahoo.co.uk email accounts.

If you want to send email using Outlook Express, you also have to set up an Outgoing Mail address. Again, this is usually a standard configuration, such as smtp.mail.yahoo.co.uk. Once you have entered all the details, click Next.

6 On the following screen, enter the account name and password you normally use to access that email account. The account name is usually the text before the @ symbol in your email address. Enter the password below and, if you want email to be downloaded automatically, leave a tick in the box next to Remember Password. Your email supplier might also require you to log in using Secure Password Authentication. This is an additional layer of security protection, but most POP mail accounts don't use it. Click the Next button to continue

and press the Finish button on the final screen.

7 You should now be back at the Internet Accounts window. Even though your account looks fully set up, there is usually one final step to carry out, as well as some tidying up of the details. Make sure the account is highlighted in the list – if it isn't, click on it using the left mouse button – and then press the Properties button.

8 In the top box of the General tab, the email server name has been selected as the overall name for this account. You can change this to something more distinctive, so it is easy to tell your email accounts apart. Click the Servers tab at the top of the window to continue. A lot of POP email accounts now require you to log in to send any messages. If this is the case for your account, look for the Outgoing Mail Server section at the bottom of the window.

Tick the box next to My server requires authentication. The Settings button next to that option now becomes active. If your password and username are the same as those you entered in Step 6, you don't have to do anything else. If you use a different password or username to send email, click on the Settings button and enter this on the following screen. Otherwise, click the Apply, OK or Close buttons on all the remaining windows to close them. Repeat Steps 1 to 8 to set up as many different email accounts as you want.

9 When you first set up a number of email accounts, all their messages will be downloaded into the main Inbox folder. This can be very confusing if you use various accounts for different things. However, by setting up a system of rules and folders it is possible to filter the

DID YOU KNOW?

If you want to stop one of your email accounts downloading messages, follow Steps 1, 7 and 8 to get to its General options. Remove the tick in the box next to 'Include this account when receiving mail...' by clicking in the box. Click Apply and OK to finish. You reverse these instructions to turn that email account back on.

messages so you know which ones belong to which email address.

To begin with, create a folder for each email address. Right-click on the Inbox icon in the panel on the left-hand side under Local Folders. If you can't see it, click on the Plus symbol next to Local Folders to expand its contents. From the menu that appears, select New Folder. Choose a name for the folder and click OK.

10 Go to the Tools menu on the main Outlook Express window. Choose Message Rules, then select Mail from the three options that are available.

11 The New Mail Rule window opens. In the first list, headed Select the Conditions for your rule, scroll down the options until you reach Where the message is from the specified account. Click in the box next to this to add a tick to it. You will notice that a new line of text appears in the Rule Description box at the bottom. In the second section, headed Select the Actions for your rule, put a tick in the box next to Move it to the specified folder. Again, this line appears in the description below.

12 To complete the rule, you have to set the final options. There are two highlighted blue words in the Rule Description. Click the first of these and you have the option to choose which email account you want to filter into the folder we created in Step 10. Select it from the list on the window that appears and click the OK button. To have that email appear in the correct folder, click on the second blue highlighted word. You can select the folder from the list by clicking on it. Click the OK button on both windows to complete the rule. Repeat Steps 9 to 12 to filter your other email accounts into their own individual folders. **ES**

